

Employee Suggestion No. 414

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A. Information About the Suggester:

[redacted], GS-4, Appointment Clerk, Processing and Records Division,
Personnel Office (Resigned 30 October 1953)

B. Summary of the Suggestion:

The suggester proposes that all CIA bulletin boards be partitioned into four sections by use of painted lines or black scotch tape. It was further suggested that the first three divisions be headed TRANSPORTATION, HOUSING, and MISCELLANEOUS, and that the fourth section be left without a heading and used for CIA (or other) Posters.

C. Present Method:

The present method of blackboard utilization is to place any type of notice anywhere on the bulletin board with a resultant hodge-podge of notices. Anyone looking for a specific type of advertisement must spend a great deal of time scanning the entire board.

D. Proposed Method:

The proposed method would group notices of a similar nature in one section of the board, and would thus provide added convenience to readers, plus cutting down the number of employee-hours spent reading notices.

E. Evaluation:

On 20 October 1953, the Deputy Chief, Plans, Research and Development Staff, Personnel Office, advised the Committee that, although Agency regulations do not presently provide for administration of bulletin boards by the Personnel Office, proposed Regulation [redacted] Employee Services, contains such a provision, and it is anticipated that this Regulation will be approved for publication in the near future. Therefore, adoption of the suggestion is believed possible and will be effected by the Services Branch of the Personnel Office as soon as regulatory authority exists as a basis for such action.

Although it would be difficult to estimate monetary savings, the improved appearance and increased utility of the bulletin boards should warrant approval of a nominal cash award.

F. Recommendation:

It is recommended that the Committee consider an award to the suggester, the amount to be in keeping with the Scale of Awards for suggestions with intangible benefits.

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